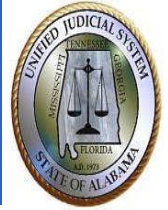




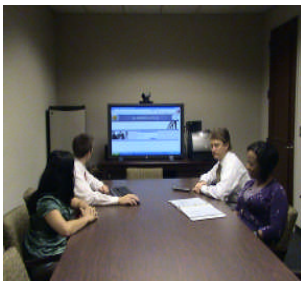
# AOC Newsletter



Volume 4, Issue 1 January 2009

## AOC Obtains Video Teleconferencing Equipment

The Administrative Office of Courts has recently obtained two Video Teleconferencing (VTC) systems for meetings and training purposes throughout the State of Alabama. These systems will reduce travel expenses within the Judicial Department as well as allow the State the privilege to arrange more meetings and trainings in a resourceful manner.



Video Teleconferencing uses telecommunications of audio and video to bring people at different sites together for a meeting. This can be as simple as a conversation between two people in private offices (point-to-point) or involve several sites (multi-point) with more than one person in large rooms at different sites. Besides the audio and visual transmission of meeting activities, video teleconferencing can also be used to share documents and computer-displayed information. The two types of systems that AOC has purchased are manufactured by Tandberg and Polycom.

In the near future, we will have information posted on a VTC training website concerning video teleconferencing dates as well as system reservations.

After a recent eAppellate Training session using the VTC equipment between Houston and Henry Counties and AOC, Sandra Starling, Court Specialist in Henry County said, *"Thank you for the eAppellate training yesterday. I thought the way it was presented was very helpful and easy to follow. It is always nice to see each of you in person, but this meeting was so much better since we did not have all the activity of the office going on at the same time. It was good to meet with another county and hear some of the problems they run into also. Thanks again for the extra training."*

Currently we have reserved several sites throughout the State of Alabama for video teleconferencing. If you are interested in conducting a meeting or training session, please email [training@alacourt.gov](mailto:training@alacourt.gov) with your meeting topic and location and your meeting will be reserved.

Please contact **Stephanie Brown** at [Stephanie.Brown@alacourt.gov](mailto:Stephanie.Brown@alacourt.gov) or **Joey Hunt** at [Joey.Hunt@alacourt.gov](mailto:Joey.Hunt@alacourt.gov) with any questions you may have about Video Teleconferencing.

"By the way, just wanted to tell you how much we all enjoyed the training. The video teleconferencing was fabulous... I think this is a wonderful thing for AOC and the judicial system. Looking forward to having more!"

Carla Woodall  
Circuit Clerk of  
Houston County



**Reminder!** eMail is one of the most reliable means of communication. Thus, AOC relies heavily on this method of communication to relay information to all court personnel. Often communication efforts are hindered by **undeliverable emails** to an ever growing list of email recipients who are not able to receive critical notices due to the "mailbox is full" error. AOC would like to ask for your cooperation in reminding your coworkers to clean out their Outlook mailbox. Please clean out the **Inbox**, **Sent Items**, and **Deleted Items** on a regular basis.

# Technology Tip!

## Tips for the Clerk's Office...

**Q: How do we scan a case into AlaVault that was transferred from another courthouse?**

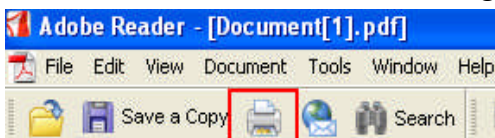
**A: Follow the steps below.**

1. Search for the transferred case under **Case Lookup** in AlaCourt.com (<http://ajs.alacourt.com>)

2. Under the **Images** section, open up each image by clicking on the case number under the Key Field.

3. Click the **Download PDF** button at the top right. Then Click **OPEN**.

4. Click the **Print** icon once the image opens in Adobe Reader.



5. Change your **Printer Name** to "Microsoft Office Document Image Writer".

6. **Only perform the steps below (A, B, C and D) one time.**

The computer will remember these settings for all documents.

A. Click Properties

B. Click Advanced

C. Click the TIFF radio button (Fine 200 DPI)

D. Click OK

8. Click **OK** in the Print box.



9. **Create a folder** on your desktop to save all of the files from the case for easier retrieval.

10. Save each image into the newly created folder on your desktop.

11. For easier real-time scanning purposes, you may wish to name each file according to what document it is. (i.e., Complaint, Summons)

12. When all images have been saved, login to **AlaVault**.

13. Click on the **Scan** tab.

14. Click on the **Import** button (to the right of the Clear button) on the Scan Tab.

15. Browse to the folder on your desktop that you saved the images into.

16. Click on each image to import them into AlaVault.

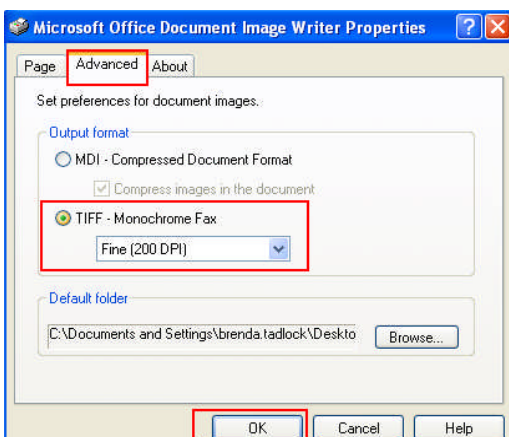
17. Thumbnail images will be on the left side of the AlaVault screen.

18. Click the **File Document** button to save the case with the case number that was generated.

**alacourt.com™**  
The Alabama Trial Court System at your desk



Images 77-CV-2006-000001.00	
View All	
Key	Date
77-CV-2006-000001.00	2/25/2008
77-CV-2006-000001.00	4/16/2008
77-CV-2006-000001.00	5/20/2008
77-CV-2006-000001.00	6/23/2008
77-CV-2006-000001.00	6/23/2008

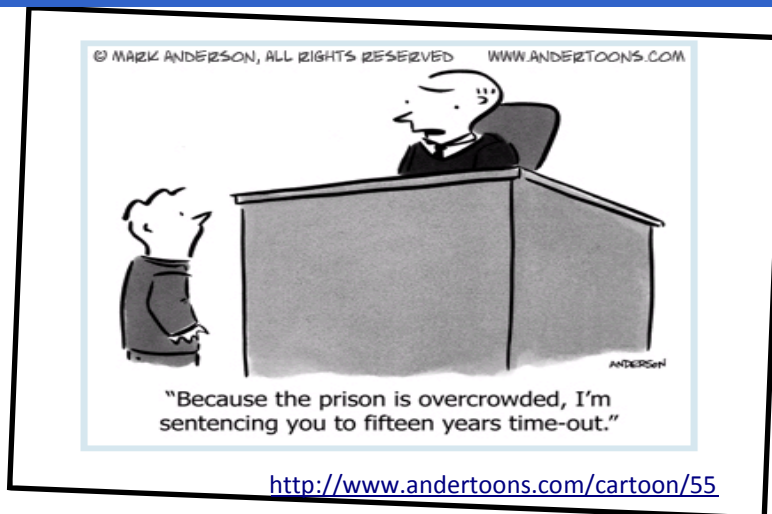


**For Questions about this Technology Tip, please contact IT Support at 1-866-954-9411 Option 1, then Option 5 or email us at [ApplicationSupport@alacourt.gov](mailto:ApplicationSupport@alacourt.gov)**

## AOC Newsletter

**Administrative Office of Courts  
Judicial Data Center**  
300 Dexter Ave  
Montgomery, AL 36104

**Phone:** 1-866-954-9411  
Option 1, then Option 5  
**E-mail:** Newsletter@alacourt.gov



## Hard Work and Dedicated Staff pays off for Tuscaloosa County District Court

By Libby Hamner, District Clerk of Tuscaloosa County

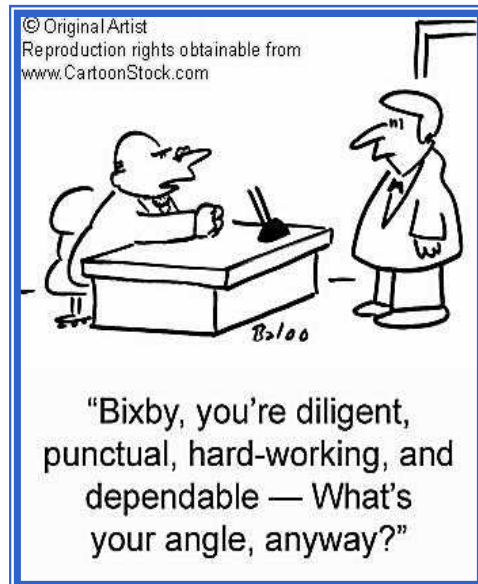
**W**ith technology, e-tickets, and dedicated employees... In 2008 **Tuscaloosa District Court** filed right around 35,200 traffic tickets. Each and every ticket was handled by our court specialists. They swear to the tickets and then review and docket each one while answering phone calls, assisting customers and attorneys, handling court dockets, taking payments, processing the mail and credit card payments, and processing court orders, pleadings and inquiries. They also make numerous updates to the SJIS computer system for each ticket, enter court disposition information, set up fees sheets – and that's for the defendants who willingly pay the tickets shortly after receiving them.

**F**or MOST of the tickets, the court specialists also issue Failure to Appear notices, process driver license suspensions, process alias arrest warrants, work court docket days, and on and on and on. For a DUI ticket there's even more to do... I might add that I love what I do and have dedicated employees.....so this is simply to highlight what a year we've had.

**N**ow for the numbers. As you can see, the number of traffic tickets filed in this court over the last few years has dramatically increased not only for Tuscaloosa but all over the state – with the increased number of officers and with all the

*Take-Back-the-Highway* initiatives. 1992 was Tuscaloosa's first year in SJIS. In 2007, all State Troopers were issuing eCitations. And in 2008 the dramatic increase in eTickets is obvious. All I can say is, **"WOW!"**

**A**nd, I just have to add one more thing – Judge Guin, Judge Chandler, and our court are totally current with the tickets AND with the other divisions of court. For 2008 our filings were right under 48,500 cases. Wow again. And there are numerous facts and stories about the Small Claims, District Civil, and District Criminal divisions also.



### AOC Tech Support



**PCHelpDesk**—1866-954-9411 Option 1, then Option 1 or 2.  
[PCHelp@alacourt.gov](mailto:PCHelp@alacourt.gov)

**SJIS HelpDesk**—1866-954-9411 Option 1, then Option 3 or 4.

[SJISHelpDesk@alacourt.gov](mailto:SJISHelpDesk@alacourt.gov)

**IT Support**—1866-954-9411 Option 1, then Option 5.

[ApplicationSupport@alacourt.gov](mailto:ApplicationSupport@alacourt.gov)